



North Carolina Department of Health and Human Services  
Division of Aging and Adult Services

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Karen E. Gottovi, Director  
(919) 733-3983

September 2, 2004

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

ATTENTION: Special Medical Needs Sheltering Coordinators

**SUBJECT: SPECIAL MEDICAL NEEDS SHELTERING SURVEY**

The Division of Aging and Adult Services, in cooperation with the Division of Social Services, is responsible for assisting counties with information about special medical needs resources during times of disaster. We want to establish and maintain a database of information about county special medical needs plans. Should you need this type of assistance in a disaster, we want to be certain that the information shared with you is current and accurate.

A brief survey is attached that needs to be completed and returned to our Division by September 10th. We hope that the short investment of your time will provide a wealth of information for use during and in preparation for disasters.

If your county has selected an agency other than the Department of Social Services to coordinate the local response for special medical needs populations, please let us know that so we can make sure the appropriate agency receives and completes the survey.

Should you need assistance in responding to the survey, please contact Vicky Church at 919 733-3677 or through e-mail at [Vicky.Church@ncmail.net](mailto:Vicky.Church@ncmail.net).

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill".

Suzanne P. Merrill, Chief  
Adult Services Section

SPM/vtc  
AFS-14-2004  
Attachment